

FILING A SF 278 REPORT



Financial Disclosure Management

My Reports Assist Filers My Info Review Filers Resources

Reports List

Welcome

- Annual Incumbent SF 278 Reports are due 15 May.
- Annual Post-Employment Certification is completed concurrent with SF 278 submission online.
- To start a new SF 278 report click "Add New Report".
- To work on an existing report select a report from the table below.

My SF 278 Reports

Year	Reporting Status	Review Status	Last Updated	
2006	New Entrant	Draft	10/19/2006	Add New Report Edit Delete

This guide covers the basic steps for filing, viewing and amending a SF 278 report in FDM.

Creating a SF 278 Report

To create a new SF 278 report:

1. On the **My Reports** tab, click **Add New Report**.

Getting Started

2. Review the information on the screen and then click **Continue**.

Report Status

3. Select the appropriate Report Status and click **Continue**.

The following screens vary depending upon the Reporting Status you selected.

- Incumbent filers select the year covered by this report.
- New Entrant filers select if you are a Reserve Component General Officer and then enter your appointment date.
- Termination filers select their Termination Date.

The SF 278 has four different report statuses:

Incumbent Select **Incumbent** if you filed a report in the previous year and are still in the same position as when you filed your last disclosure report. An Incumbent report is due annually, no later than May 15th following the covered reporting calendar year.

New Entrant Select **New Entrant** if this is the first time you are filing a disclosure report. The new Entrant report must be filed within 30 days of assuming a new position.

Termination Select **Termination** if you are leaving a covered position, which required you to file a SF 278.

Incumbent/Termination Select **Incumbent/Termination** if you anticipate leaving your covered position within 90 days after the May 15th annual deadline and have requested and received an agency extensions.

Checkpoint

4. If you do not have any existing reports in FDM, the checkpoint page displays a reminder message regarding the date this report is due. Review the information on the screen and then click **Continue**.

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Reports List Report Data Attachments Comments Flags Audit Trail View/Print Review Status

Getting Started Assets Other Income Transactions Other Info Liabilities Agreements Postment Compensation What's Up

Reporting Status

What is the reporting status for this report?

☒ Incumbent
☐ New Entrant
☐ Termination
☐ Incumbent and Termination

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Common Questions

- Who is an incumbent filer?
- Who is a new entrant filer?
- Who is an incumbent and termination filer?
- Who is a termination filer?
- What is the Year Report Due for an incumbent?
- What is my termination date?
- What do I do if my reporting status is not one of the choices?
- Glossary

Pre-Populate Report

FDM simplifies the maintenance of financial disclosure reports by allowing you to carry over any previously entered financial disclosure reporting information when creating new reports.

5. Select an existing report to pre-populate this report or select Don't Prepopulate and click **Continue**.
6. Review the Due Date, Contact Information pages and click **Continue**. The report now has a draft Review Status.

Position History

You must list all covered positions held with the Federal Government during the applicable reporting period.

7. Click **Add New Position** to add information about the position for which you are filing this disclosure report otherwise, click **Continue**.

Attaching a Job Description

8. Click **Add Job Description** to upload a Job Description if necessary, otherwise, click **Continue**.

Report Data

Information in the Report Data sections relates to the filer, spouse and dependent children. You must click through all sections of the SF 278 being sure to select **No** even if you do not have any information to disclose for that section.

The process for entering report data is the same no matter what type of information you need to report. For example, on the Assets page, if you have reportable assets follow the steps listed below.

Assets

9. Select **Yes**, and then click **Continue**.
10. Type the appropriate asset information and click **Save**.

Underlying Assets

Report any underlying assets that you would be required to report if held individually rather than as part of the plan.

11. Be sure to click **Add Underlying Asset** beside the appropriate asset on the Assets page or be sure **"This is an Underlying Asset"** is selected on the Add Asset page.

The following Report Data sections are included in the SF 278 financial disclosure report.

- Other Income
- Transactions- New Entrant and Nominee filers do not have to complete the Transaction section of the SF 278 disclosure report.
- Gifts
- Liabilities
- Agreements
- Positions
- Compensation - Only New Entrant and Nominee filers must complete the Compensation section of the SF 278 disclosure report.

Wrap-Up

During Wrap-up, FDM alerts you of any incomplete or missing information.

Review your report flags and correct any errors before submitting your report. A red flag indicates required information is missing and that it should be provided before the report is submitted. A yellow flag indicates that information is missing but is not required in order to submit your report. SF 278 Filers can submit the report with the errors if you must meet a deadline.

Reviewing Flags

12. Select **Review My Flags** and click **Continue**.

13. Click **Edit** beside any flagged area to adjust that entry.

14. When complete, click **Wrap-Up**. The Report Ready for Submission page is displayed.

Report Ready for Submission

15. On the Report Ready for Submission page, select **Submit Now** to submit your report for review to your Senior Legal Counsel and Supervisor. Click **Continue**.

Note: You can also opt to select **Submit Later** if you cannot complete your report at this time.

eSigning a SF 278

16. Select the reviewer(s) who will review your report and then click **eSign**.

Note: Click **View this Report** to view and print your report prior to submission.

An e-mail message is sent to your selected reviewers indicating that your report is awaiting their review.

FDM Financial Disclosure Management

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Draft - L X. Knox_30, 2007 New Entrant (02/01/2007) SF 278 Report

Getting Started | Assets | Other Income | Liabilities | Agreements | Positions | Compensation | Wrap Up

Report Ready for Submission

Timely filing avoids a mandatory \$200 late filing penalty.

The following issues have been detected in your report:

Red Flags - Your report has 2 Red Flag(s). You should correct flagged entries before submitting your report. Questions - contact your legal advisor.

☐ Submit Now with Red Flags

☐ Review my Flags

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Draft - Janine Bland, 2006 Incumbent SF 278 Report

Red Flags

Overall Report

A Job Description for your current position is required to be attached to this report.

[Job Description](#)

Assets

Asset Name	Type of Asset	Owner	Value	Type of Income	Amount of Income	Red Flag
Beach Rental, Kill Devil Hills, NC, USA	Real Estate	Joint	\$250,001-\$500,000			Edit
An Amount is required when reporting Investment Income.						
One of the choices for Investment Income is required when reporting income from an asset.						
925 Partners	Qualified Trust	None	\$100,001-\$250,000			Edit
The City is required when reporting this type of asset.						
The State is required when reporting this type of asset.						
An Amount is required when reporting Investment Income.						
One of the choices for Investment Income is required when reporting income from an asset.						
Real Estate Investment Trust	Not Excepted or Qualified Trust	None	\$100,001-\$250,000			Edit
The City is required when reporting this type of asset.						
The State is required when reporting this type of asset.						
An Amount is required when reporting Investment Income.						

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Under Review - L X. Knox_30, 2007 Incumbent SF 278 Report

Getting Started | Assets | Other Income | Transactions | Gifts, etc. | Liabilities | Agreements | Positions | Wrap Up

eSign Report

[View this report](#)

Step 1: By eSigning...

I hereby certify that the report data I have entered and all files I have attached are true, complete, and correct to the best of my knowledge.

I certify that I am aware of the *Annual Post-Employment Certification and Notification to Senior Officials on Post-Government Employment Restrictions* under 18 USC § 207, and that I have not knowingly violated those restrictions that apply to Federal personnel while they are in Federal service.

In accordance with the Digital Signature Act of 1999, I recognize that my eSignature (Electronic or Digital Signature) shall be given the same legal status as a signature made with a pen. I further recognize that the eSignature may not be denied legal effect, validity, or enforceability solely because it is in electronic form. I hereby consent to the use of eSignature.

I understand that my eSignature is applied to the information that I have provided and not the presentation formatting of the information on the screen or printed page.

Step 2: Submit my report to...

☒ Training X: Slc_278_1 (Senior Legal Counsel)

☐ Training X: Super_278_1 (Supervisor)

Step 3: eSign your report

[View this report](#)

[eSign](#)

Common Questions

[What are flags?](#)

[How do I review the red flags?](#)

[Glossary](#)

Viewing and Printing Your Report

At any time, you can view and print your financial disclosure report.

1. On the **My Reports | Reports List** page, select the appropriate report.
2. Click **View/Print** and then click **View/Print** again. The financial disclosure report displays in a separate browser window.

Printing a Report

3. Select **File | Print** and then click **Print**.

Amending a SF 278 Report

Amending a report voids your last digital signature on the SF 278 report. You must digitally sign the SF 278 report again once your amendments are complete. FDM notifies all the reviewers who completed an initial review of your report prior to this amendment informing them that your SF 278 report has changed since it was last submitted.

As with drafting or editing your SF 278 report, you must go to Wrap-Up to complete the amendment process. During Wrap-Up, you must Re-certify your changes and re-sign your report.

1. On the Reports List Page, click **Amend** beside the appropriate SF 278 report.
2. Make the appropriate additions/corrections.
3. When complete, click **Wrap-Up**. The Report Ready for Submission page is displayed.
4. Submit and eSign your report.

Comments

Comments can be added to specific line items or to the SF 278 report itself as substantive or non-substantive comments.

Adding a Line Item Comment

1. Click **Add a Comment** beside the appropriate line item you added. The Add Comment page is displayed
2. Type the appropriate information and click **Save**.

Adding a Report Comment

1. Click **Comments** in the My Reports submenu. The Comments page displays.
2. Click **Add Report Comment**.
3. Type the appropriate information and click **Save**.